

**Preapplication Conference Submittal Requirements for
Wireless Communication Projects**

9/4/09

For anyone interested in a wireless communication project, gathering all the information needed to create a complete and approvable design requires detailed information from many city departments.

In a preapplication conference, Bellevue staff can begin to guide you through the permit process and will help you understand the rules and regulations that apply to your proposal. The City of Bellevue has emphasized the importance of achieving a **fast**, **efficient**, and **predictable** process without compromising quality.

The following items must be submitted two weeks before your conference date so that staff can become familiar with your proposal and provide you with the information you need to assemble a successful design and application submittal. Please schedule a conference by requesting to speak with the land use technician at 425-452-6800. Assistance for the hearing impaired: dial 711.

Conference Date and Time: _____

REQUIRED INFORMATION: The following information must be included in your submittal unless waived by Bellevue staff.

Format: Drawings must be submitted, at the minimum, on 11x17 bond paper.

Quantity: **11 copies** are required unless noted otherwise.

Quality: The drawing must be legible; the scope of proposed work distinguished from existing with different line types, shading, or hatching. We will accept owner-produced plans if of adequate quality.

☐ **Photos of the site and vicinity**

Provide pictures of the site, street frontage, access points, and adjacent properties keyed to the site plan. Arrange photos on 11x17 paper.

☐ **Written Narrative**

Include the following: Describe the type of antenna proposed, what it is to be attached to, what colors and materials will be used and how equipment will be located (i.e., vaulted, in structure, surrounded by vegetation). Identify the height of the existing structure and the height of proposed structures.

☐ **List of specific questions**

City staff from Land Use, Transportation, Building, Fire, Utilities, Clearing & Grading, and Parks will be present at the preapplication conference. Please provide a list of specific questions you would like answered by city review staff.

☐ **Search Ring**

Identify alternative locations within the search ring. For proposals in residential land use districts within the right of way or on city-owned property, also identify all approved and constructed wireless communications facilities by all carriers within 520 feet of the proposed site.

☐ **Property Owner Authorization**

If the person submitting the application is not the property owner, provide a signed letter from the property owner stating that the proposed project is authorized by him or her.

☐ Site Plan

Staff Initial for waiver	Include all of the following applicable information:	
	Vicinity Map	Provide small vicinity map with arrow indicating the site.
	North Arrow	Provide north direction.
	Graphic Scale	1:10, 1:20, or 1:30 only is accepted for the site plan.
	Property Lines	Show and dimension all property lines.
	Title Block	Provide owner name and site address; provide lot and plat name if applicable.
	Easements on the property and access easements on adjacent property	<p>Show location and dimension of existing easements. Check your title report and/or plat map to identify easements. Easement information can be obtained from a number of sources, including a recent title report and/or survey, a plat map, and King County. The King County web site is www.metrokc.gov. Inquire with the City of Bellevue Utilities Department for public utility easements.</p> <p>NOTE: Failure to indicate dimensioned and accurately located easements may place your project at risk.</p>
	Utilities	Show the location of existing and proposed utility facilities.
	Streets	Label the existing road surface(s) and show other features of the right of way (including sidewalks, drainage ditches, rockeries, bridges, culverts, curbs, and edge of pavement)
	Critical Areas	Streams, wetlands, floodplains, slopes 40% or greater, and coal mine hazard areas are protected. Show the required primary and structure setback from the Protected Area on or adjacent to your property.
	Setbacks	Show existing and proposed setbacks—including front, side, and rear from structures to property lines; private streets; and access easements.
	Structures	Show the location and size (overall square footage) of all existing and proposed structures and identify the use. Show the closest distances to property lines of the existing and proposed structures.
	Impervious Surfaces	Show walkways, parking areas, path surfaces, driveways, etc.
	Contours and Elevations	Show existing contour lines at two-foot intervals (unless the site slope is less than 15%). Use different line types to distinguish between existing and proposed contour lines.
	Plat Restrictions and Conditions	This information is available through the King County Records web site at www.metrokc.gov/recelec/records/ or in the Permit Center.

☐ **Elevation Plan**

Staff Initial for waiver	Include all of the following applicable information:	
	Graphic Scale	1/8" = 1'
	Structure Height	Show building or pole height, including antenna, measured from grade.
	Pole Width	Include dimension of pole at bottom and top of pole.
	Antenna & Mounting Dimensions	Include dimension of antenna and width from structure (either pole or building) to the antenna.
	Appurtenances	Show all associated equipment, including conduit, wires, and supporting mechanical equipment. Provide height dimension of mechanical equipment and any above-ground screening.